



Mission Critical Operations Plan (4/6/20)

In response to the Governor's executive order for a state-wide shelter in place, and in recognition of the urgent need for campus operations to be minimized during this time while still supporting essential functions and mission critical infrastructure, Facilities Management Division will be enacting our "mission critical services only" continuity plan.

The following is a summary of the services and staffing level that will be provided:

Services Department

The Building Services Department will move to minimal staffing levels starting April 6 – April 13 or until otherwise directed. With the minimal staffing, the following services will continue to be provided for the buildings that are in current operation and occupied, based on the daily building occupancy & access control data:

- Trash and recycling removal
- Cleaning and stocking of all restrooms used
- Cleaning entryways and hallways
- Spot clean or incidental cleaning as needed
- Focus cleaning and sanitizing high touch surfaces (door knobs, drinking fountains, counters, sinks, etc.)
- As needed, respond to and disinfect known COVID 19 exposure areas

Maintenance and Operations Department

The Maintenance and Operations Department will move to minimal staffing levels starting April 6 – April 13 or until otherwise directed. With the minimal staffing, the following services will continue to be provided for all campus buildings, with priority given to buildings currently occupied, housing research, and utility production and distribution systems:

- Building Zone Shops will focus solely on building walk through and minimal necessary preventive maintenance.
- The Central Support shops will be mobilized to repair issues discovered by the zone shops and building service teams.
- The Central Steam Plant will remain staffed 24x7, using minimal staffing rotations.
- All non-essential requests for repairs and cosmetic upgrades are suspended until April 13th or as otherwise directed.

Work Request Center & Warehouse

- The FMD Work Request Center has transitioned to a fully remote operation. All phone calls, emails, web chats and work requests will be received via the normal processes, during regular business hours.
- New requests for work will be screened by FMD leadership and all projects that are not mission essential will not be processed at this time.
- The FMD warehouse remains open, with minimal staffing. Processes to minimize employee/vendor interactions are in place.
- Vendor deliveries are being accepted during regular business hours.

Grounds Department (including Fleet and Sanitation)

The Grounds Department will move to minimal staffing levels starting April 6 – April 13 or until otherwise directed. With the minimal staffing, the following services will continue to be provided:

- Automotive Service Center- open during routine business hours with one fuel attendant, one foreman and one mechanic. All diesel mechanics are on call.
- Sanitation- Trash will be collected using a single 2 man crew plus a supervisor.
- Landscaping- Most campus landscaping will be placed on a bi-weekly schedule for minimum necessary maintenance.
- Tree crew- on call for safety issues only.
- Irrigation crew- on call, with all irrigation systems currently turned off.
- Fountains- all campus fountains have been shut down and will be drained, as they require daily maintenance.
- Heavy equipment shop- on call for emergencies
- Bio-conversion Center- staffed for regulated activities only. No new material will be accepted at bio-conversion at this time.

Project Management and Engineering Departments

In-house (minor) construction projects

- All minor construction projects set to be performed with in-house trades-persons are suspended until at least April 13 or until otherwise directed. Case by case exemptions may be made by FMD leadership for projects that directly relate to COVID research and for repairs needed to preserve life safety or campus security.
- FMD will re-evaluate all in progress and new requests for minor in-house construction projects after April 13.

Contracted Construction Projects

(not including major capital or new building construction)

- Contracted design professionals remain fully engaged, without a disruption in expected deliverable milestones.
- Construction contractors have conformed to the guidance issued by the Vice Chancellor for Facilities for performing work on campus, to include submission of COVID response and reporting plans. At this time, our construction projects that are already underway are proceeding, with FMD providing project management support remotely and with the minimum necessary on campus presence.
- FMD has completed a risk and critical needs review of all current projects.
- New projects are considered on a case by case basis by FMD leadership. Projects that directly relate to COVID research, preserve life safety or campus security, support campus infrastructure, or are part of a major campus initiative are being prioritized.

Business Management Department /FMD IT/ FMD HR

Office of Sustainability/Energy Management Department

- These functions will continue without interruption using a remote work model.